



Chief of Staff - Position Description

Reports To:	President and CEO
Direct Report(s):	External Consultants
Other Supervision/Oversight for:	Program Officers
Position Status/Hours:	FT, 1-Year Contract
Location:	Washington, DC (Hybrid)
Compensation:	\$80,000-\$90,000, generous paid time off

Who We Are

Washington Area Women's Foundation is a community-supported foundation that invests in the power of women and girls across the Washington metropolitan area via grantmaking and advocacy. Twenty-seven years ago, The Women's Foundation was founded on the principle that women working together can help enhance the physical, social, and financial well-being of all women and girls. Our current efforts focus on investing in women and girls of color from birth to the boardroom through our Maternal Health and Birth Equity, Early Care and Education, Young Women's Initiative, and Black Women and Gender-Expansive Leadership Project programs.

The Foundation is working to transform its revenue model and launch a major fundraising campaign to help ensure its sustainability during a time when our work is needed more urgently than ever. The Chief of Staff will provide high-level strategic support to the president and CEO during this critical time, drive the day-to-day operations of the organization, and serve as the primary liaison to its board.

What You Will Do

- Work closely with the CEO to steer strategic organization initiatives from genesis to fruition.
- Act as a liaison between the CEO and others, both internally and externally, including staff, board, donors, and other colleagues.
- Work with the board chairs and CEO to manage meetings.
- Identify areas of improvement across the organization and make actionable recommendations.
- Set key performance indicators to help evaluate and improve team performance.
- Contribute expertise and experience to the senior team to enhance overall team productivity.
- Ensure the President is regularly communicating key updates to the board.
- Act on behalf of the president and CEO to answer inquiries.
- Support the CEO's scheduling and help ensure high-quality follow-up with WAWF's stakeholders.
- Assist CEO and external finance consultant as needed in filing paperwork and documents necessary to ensure regulatory compliance.
- Ensure the smooth operations of the Foundation's virtual office and manage relationships with relevant external vendors.

- Serve as a confidential senior team member.
- Uphold the core values of the organization in all aspects of work and representation of the foundation, both internally and externally.
- Embody a team-based approach that fosters collegiality and respect.

What You Will Bring

- A minimum of a Bachelor's degree in a relevant or related field of study (required); A Master's Degree in a relevant or related field (preferred).
- A minimum of 5 years of experience in a leadership/management role.
- Commitment to the Foundation's mission and a record of engagement with gender and social justice issues.
- A proven track record in program and institutional policy implementation.
- Excellent oral and written communication skills.
- Strong interpersonal skills and a knack for relationship-building and productive collaboration across varying departments.
- Flexibility with work schedule to meet the demands of the role.
- Comfort working independently in a virtual office environment.
- Ability to handle sensitive information with integrity and discretion.

What We Offer

The salary range for this position is \$80,000-\$90,000. The Women's Foundation compensation package for contract employees also includes generous paid time off and flexible work hours within a 36-hour work week.

This is a contract position funded for one year through a generous grant with the possibility of becoming full-time exempt.

Our Commitment to an Inclusive Workplace

Washington Area Women's Foundation is committed to providing equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, or disability.

To Apply

Please email your resume and cover letter in PDF format to jobs@wawf.org with the subject line "WAWF CoS." Only complete applications will be considered, and preference will be given to candidates with strong ties to the Washington metropolitan area. Applications will be accepted until the position is filled but no later than March 3, 2025.